

# Contract User Guide for ITC70

## ITC70 Operational Term Leasing

UPDATED: 05/22/2019

<b>Contract #:</b>	ITC70
<b>MMARS MA #:</b>	ITC70*
<b>Initial Contract Term:</b>	09/01/2018 – 08/31/2022
<b>Maximum End Date:</b>	One (1) year extension to 2023
<b>Current Contract Term:</b>	09/01/2018 – 08/31/2022
<b>Contract Manager:</b>	Shannon Malloy, (617) 720-3319, <a href="mailto:shannon.malloy@mass.gov">shannon.malloy@mass.gov</a>
<b>UNSPSC Codes:</b>	84-12-16-07 Operating lease finance service

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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## Contract Summary

This is a Statewide Contract for the acquisition of operational term lease financing by Commonwealth departments and other eligible entities for information technology (IT) equipment, associated software and other peripheral equipment, and other IT assets authorized by the ITC70 Strategic Sourcing Team (SST) and the Operational Services Division. This contract is not intended to be used to purchase IT assets; rather it is intended only for the leasing of IT assets for their operational term, at the end of which the IT assets return to the possession of the contractor. The Commonwealth has other statewide contracts for the tax exempt lease-purchase (TELP) of IT assets, currently PRF54.

Each eligible entity is responsible for executing its own forms and paying its own invoices for lease financing acquired through this statewide contract.

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- This contract provides departments with flexibility in establishing expenditure plans in support of their business needs.
- Competition among equipment contractors and independent financing contractors for every lease results in good rates.
- A consistent Request for Quotation (RFQ) process is used for each lease request in order to secure fixed quotes from, and ensure competition among, the lease financing contractors.
- The following standardized documents are available for use by all eligible entities that acquire IT asset lease financing pursuant to this statewide contract:
  - General Terms and Conditions;
  - Lease Quote Form; and
  - IT Asset Listing Acceptance Form: includes Essential Use Certification and Certificate of Appropriation.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for ITC70 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for ITC70 visit Master Blanket Purchase Order [PO-19-1080-OSD03-SRC01-14355](#).

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## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
08. Other states and territories with no prior approval by the State Purchasing Agent required; and
09. Other entities when designated in writing by the State Purchasing Agent.

### Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Prior approval of the department is required for any subcontracted service of the Contract. Contractors are responsible for the satisfactory performance and adequate oversight of their subcontractors.

### Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

When contacting a vendor on this statewide contract, always reference ITC70 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.



### How to Purchase From the Contract

Eligible Entities are required to seek quotes from contractors on this statewide contract by referencing statewide contract ITC70 and utilizing the Lease Quote Form. The lease rate will be fixed for each lease for the duration of the lease.

- The eligible entity requests quotes from contractors on the appropriate IT Asset Statewide Contract(s) for the IT asset(s) being sought.
- The eligible entity selects the quote which represents the best value from among the quotes returned from IT asset contractors.
- The eligible entity completes the IT Asset Transaction Summary section of the IT Asset Lease Quote Form, including contact information, a description of the IT asset(s), and the other details requested in the Form.
- The eligible entity submits the IT Asset Lease Quote Form along with a copy of the selected best value quote and a completed IT Asset Listing (page 1) on the IT Asset Listing Form to all IT asset lease contractors.
- IT asset lease contractors must respond with lease quotes within five (5) business days from receipt of the IT Asset Lease Quote Form. Contractors may refuse to provide quotes for IT assets or for a requested lease, but must inform the requesting eligible entity of this refusal within five (5) business days.
- Contractor must complete the IT Asset Lease Quote Form to provide the amounts for term leases ONLY. Options for fair market value lease-purchase, options for lease-purchase, options for upgrades, and options for early buyouts may not be included.
- Contractors are encouraged to suggest changes to the IT Asset Lease Quote request that will result in a lower lease rate or other cost savings during the term of the lease. The eligible entity may choose not to select these changes.
- The eligible entity selects the IT Asset Lease Quote that represents the best value and the authorized signatory of the eligible entity signs and dates the IT Asset Lease Quote form.
- The eligible entity provides the executed IT Asset Lease Quote Form to both the IT asset contractor and the IT lease contractor which are identified on the form. This execution authorizes the IT asset lease contractor and the IT asset contractor to proceed with delivery of the IT asset(s).
- Upon receipt of all IT Assets subject to the lease, the eligible entity will submit the signed IT Asset Listing Form confirming receipt of the IT assets and acceptance of the lease. The acceptance date shall be the later of:
  - Date of IT asset receipt (deemed to be 5 days after IT asset is shipped from supplier or manufacturer) plus twenty-five (25) calendar days; or

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- Twenty-five (25) calendar days after the expected delivery date indicated on the IT Asset Lease Quote form; or
- The first lease payment is due no earlier than thirty (30) calendar days after the acceptance date.

### Obtaining Quotes

COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select: The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

### Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

### Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 48 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

### Strategic Sourcing Team Members

- Robert Walton, Worcester Public Schools
- Tim Kennedy, Operational Services Division
- Michael Woods, Operational Services Division

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	MBE MWBE WBE Veteran
Advanced Computer Services, Inc.	<a href="#">PO-19-1080-OSD03-SRC01-14355</a>	Craig Anderson	978-281-7111	<a href="mailto:anderson.acs@mac.com">anderson.acs@mac.com</a>	
Dell Financial Services L.L.C.	<a href="#">PO-19-1080-OSD03-SRC01-14355</a>	Edward Maciejewski Proposals	609-268-2812	<a href="mailto:Edward.Maciejewski@dell.com">Edward.Maciejewski@dell.com</a> <a href="mailto:DFSPublicProposals@dell.com">DFSPublicProposals@dell.com</a>	
ePlus Group, Inc.	<a href="#">PO-19-1080-OSD03-SRC01-14355</a>	Jay Farrell	703-984-8090	<a href="mailto:ITC70@eplus.com">ITC70@eplus.com</a>	
Hewlett Packard Financial Services	<a href="#">PO-19-1080-OSD03-SRC01-14355</a>	Sean Capria	315-317-0668	<a href="mailto:sean.capria@hpe.com">sean.capria@hpe.com</a>	
Ontario Investments, Inc.	<a href="#">PO-19-1080-OSD03-SRC01-14355</a>	James Marsallo, Jr.	315-431-4676	<a href="mailto:jmarsallojr@ontinv.com">jmarsallojr@ontinv.com</a>	
Presidio Technology Capital, LLC	<a href="#">PO-19-1080-OSD03-SRC01-14355</a>	Brandon Lynch	781-970-6576	<a href="mailto:blynch@presidio.com">blynch@presidio.com</a>	

\*Note that COMMBUYS is the official system of record for vendor contact information.

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